

Yahara River Grocery Cooperative Board Meeting  
Future Site of YRGC  
229 East Main Street, Stoughton, Wisconsin  
6:00 p.m.-8:00 p.m., Tuesday, December 4, 2007

MINUTES

Board Members Present:

Steve Barnes	President
Norma Sampson	Vice President
Myra Hajny	Secretary
Warren Kmiec	Treasurer
Phil Caravello	Member-at-Large

Laura Anderson	Membership Committee
Philana Friede	Fundraising Committee
Jon Hajny	Research Committee
Homer Howard	Senior Liaison
Glen Timmcke	Product Buyers Committee

Other Committee Members Present:

Pam Barnes	Research Committee
Kristine Vaughn	Membership Committee
Marlene Widra	Fundraising Committee

Also Present:

Mike Markin	YRGC General Manager
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Steve Barnes called the meeting to order. The agenda for the meeting was reviewed. On **MOTION** (P. Barnes/Caravello) and unanimous vote the minutes of the November 20, 2007 meeting were approved.

Steve read a request for sharing of information from the new Sun Prairie cooperative start-up group.

TREASURER'S REPORT

Warren Kmiec reviewed the Treasurer's Report dated November 30, 2007 (copy attached) with a balance of \$535 in the checking account. He noted that residual money had been received from pie sales and that chestnuts were purchased and paid for by All Through the House. Warren reported that another draw of \$5,000 had been made on the line of credit at Evergreen State Bank. He noted that the online banking function works well and allows easy transfer of money between accounts.

FINANCE COMMITTEE REPORT

Warren Kmiec reported that he had received the November statements and Peg Sheldon reconciled them with QuickBooks.

LEASE

Phil Caravello announced that the lease would be signed before deconstruction, December 15. It would be for 5 years and would include all the amendments recommended by the YRGC Board.

MEMBERSHIP COMMITTEE REPORT

Laura Anderson discussed the co-op contracting with Sarah Enke who runs *Welcome to Stoughton*. She reported that Sarah makes about 150 visits a year and was willing to barter for services in exchange for a YRGC membership or gift certificate. Laura noted that Sarah charges \$2 a visit and would promote the co-op by distributing the membership brochure.

On **MOTION** (Anderson/Howard) and unanimous vote the co-op will contract with *Welcome to Stoughton* for 1 year, to be reconciled quarterly, payable in \$2 gift certificates redeemable at the YRGC with a maximum of \$300 for the year.

Laura reported that there were two installment memberships that had not made their second payment and that the third payment was now overdue. Discussion ensued on ways to handle the past due installment memberships. It was decided that, in the future, the YRGC membership card would not be issued until the account is paid in full. It was also decided that the store discount would not be applicable unless the account is up-to-date.

#### FUNDRAISING COMMITTEE REPORT

Philana Friede reported that the committee has been working on publicity and ticket sales for the Winter Wonderland Concert at the Stoughton Opera House on Saturday night, December 15. The committee is also beginning to work on the annual meeting that will be held at the end of January 2008.

Philana noted that, in response to requests that the co-op sell more Happle's gourmet organic pies prior to the upcoming holidays, a limited number of 8' pies will be sold for \$13.50 or two for \$25.00.

Marlene Widra reported that, during the months of December and January, Navitas Health and Fitness is willing to give co-op members who show a membership card, one free month to be added to the end of any new or renewed membership equaling twelve months or more.

#### GENERAL MANAGER REPORT

Mike Markin announced that he hired Jeanine Holzmann as the Fresh Manager. He noted that coolers are scheduled to arrive January 8. Shelving will be ordered when money is available, and the shelving will be delivered six weeks after the order is placed. The co-op received two four-foot bins from Cops.

Mike reported that Food Co-op 500 would be reviewing the co-op's application for a two-year \$25,000 sprout-fund-loan at its December 12 board meeting and that the co-op could be eligible for \$10,000 grant from Food Co-op 500 next year. He noted that he is working on leads at a couple of different banks to secure a loan for the additional \$180,000 needed for start-up. He mentioned that the co-op may qualify for a \$50,000 grant from the Bryant Foundation, and the Research Committee agreed to investigate that possibility. Mike will accept check for \$200 at Vennevoll Clubhouse next Thursday.

Mike reviewed his proposed operating budget for 2008, showing a net loss in the first year of \$20,559. Discussion ensued. On **MOTION** (Sampson/Anderson) and unanimous vote the Board approved the pro forma 2008 budget.

Mike announced that there would be a Deconstruction Ceremony at the co-op at noon on Saturday, December 15. Everyone is welcome to attend and participate in tearing down the wall. He is working with the contractor to begin the build out soon after the volunteers complete their work on that Saturday.

#### MARKETING COMMUNICATIONS COMMITTEE REPORT

Norma Sampson reported that she has been working on an insert for the Stoughton Opera Company's *Mistletoe and Miracles* handbill that will advertise the December 15 Yahara River Chorus, SHS's Jazzkor and Divine, and provide co-op membership information. Marlene Widra mentioned that eblasts should be used with discretion and should consolidate information. Norma will send an eblast in the near future covering several topics discussed during this meeting as well as the co-op's participation in collecting food for the Stoughton Holiday Fund.

#### PRODUCT BUYERS COMMITTEE REPORT

Glen Timmcke reported that he and Mike Markin have done some research on gluten free products and feels that Mike has it under control. There will be about ten lineal feet of shelving devoted to gluten free products, and a tag system (colored tags) will be used for identifying gluten free items. A few committee members will attend a gathering sponsored by MAGIC (Madison Area Gluten Intolerance Chapter) in Madison on Saturday, December 8.

#### ANNUAL MEMBERSHIP MEETING

Steve Barnes reviewed an email he sent on December 2 summarizing the co-op bylaws as they pertain to an annual membership meeting:

- The annual meeting must be held in Stoughton by January 30, 2008.
- The meeting shall include approval of the agenda, the election of officers, the presentation of annual financial and operational reports, and other business as appropriate.
- A quorum is 10% of the first 100 current memberships plus 5% of all additional current memberships (assuming 550 members, a quorum would be 33 members).
- Notice of the meeting must be sent not less than 7 days prior to the meeting and not more than 30 days prior.
- Members may submit agenda items to the President not less than two weeks prior to the meeting.

Following discussion, it was decided that the 1st Annual Meeting of the Membership will be Tuesday evening, January 29, 2008. The meeting will begin at 6:00 p.m. with a potluck dinner immediately following the business portion of the meeting. Marlene Widra will contact the Senior Center to see if that space is available. Laura Anderson and Kristine Vaughn will serve as the Nominating Committee.

#### ANNOUNCEMENTS

Marlene Widra noted that there will be another co-op hootenanny on Saturday morning, December 8. This one will be held in the lobby of the Stoughton Village Players.

Norma Sampson noted that Ink Works donated paper for the inserts in the *Mistletoe and Miracles* program.

On **MOTION** (J. Hajny/Anderson) and unanimous vote, the meeting adjourned at 8:00 p.m.

The next meeting of the Board of Directors is set for 6:00 p.m., Tuesday, December 18, 2007, at a location to be determined (since the future site of YRGC will be under construction).

Respectfully submitted,  
Myra Anderson Hajny, Secretary

Yahara River Grocery Cooperative Treasurer Report

	<b>THIS PERIOD</b>	<b>YEAR TO DATE</b>
Today's date: 11/30/2007		
Balance as of last report (11/19/07)	<b>\$4,088.83</b>	
<b>INCOME</b>		
Member Fees	\$375.00	\$39,434.00
Investments	\$0.00	\$55,250.00
Grants	\$2,023.64	\$31,000.00
Fundraising	\$511.00	\$16,320.77
Donations	\$0.00	\$4,283.81
Sales	\$0.00	\$0.00
other	\$0.00	\$5,260.00
<b>TOTAL INCOME</b>	<b>\$2,909.64</b>	<b>\$151,548.58</b>
<b>EXPENSES</b>		
Rent	\$1,800.00	\$14,400.00
Insurance	\$0.00	\$3,697.00
Promotions	\$888.28	\$7,189.57
Personnel	\$2,337.11	\$14,089.10
Operations	\$0.00	\$1,544.27
Admin Expenses	\$0.00	\$1,776.29
Membership	\$0.00	\$1,238.39
Bank charges	\$215.67	\$667.87
Accounting	\$1,020.00	\$2,617.50
Other	\$0.00	\$650.00
Site Improvement	\$0.00	\$2,510.00
Equipment	\$0.00	\$50,431.18
Donations	\$200.00	\$200.00
<b>TOTAL EXPENSE</b>	<b>\$6,461.06</b>	<b>\$101,011.17</b>
CD & MONEY MKT	\$0.00	\$50,000.00
Current Checking balance to date 11/30/2007	<b>\$537.41</b>	<b>\$537.41</b>

<b>DATE</b>	<b>CHECK</b>	<b>PAYEE</b>	<b>AMOUNT</b>	<b>\$0.00</b>
11/16/2007	1090	HISTORICAL STOUGHTON SHELDON	\$250.00	
11/16/2007	1091	ACCOUNTING	\$1,020.00	
11/16/2007	1092	JUST COFFEE	\$143.50	
11/19/2007	AUTO	DEBIT MEMO	\$10.00	
11/26/2007	AUTO	DELUXE CHECKS	\$174.77	
11/23/2007	1093	MICHAEL MARKIN	\$1,100.81	
11/21/2007	1094	NORMA SAMPSON	\$34.82	
11/21/2007	1095	STO HOLIDAY FUND	\$50.00	
11/21/2007	1096	STO FOOD PANTRY	\$150.00	
11/21/2007	1097	MICHAEL MARKIN	\$917.68	
11/26/2007	1098	MICHAEL MARKIN	\$149.99	
11/26/2007	AUTO	ONLINE BANK FEE	\$15.00	
11/27/2007	1099	NLM RENTAL OFFICE	\$1,800.00	
11/29/2007	1103	MAGIC	\$25.00	

11/29/2007	1104	COOP PARTNERS	\$434.96
11/30/2007	AUTO	WI DEPT OF REVENUE	\$168.63
11/30/2007	AUTO	MONTHLY BANK FEE	\$15.90

**\$6,461.06**

CURRENT LINE OF CREDIT \$5,000.00